

I. Position Title: Executive / Purchasing Assistant  
(Full-time benefitted)

Revision Date: 10/19  
EEO Category: Administrative Support  
Status: Non-Exempt  
Control No: 30382

Under the general supervision and direction of the Administrative Services Director and Purchasing Agent, performs general administrative assistant and purchasing duties.

- Represents positively the department in dealing with the public, staff, county and state elected individuals, etc. in City related matters.
- Schedules and coordinates meetings, appointments and calendars for the Department Director with city staff, other governmental officials, citizens and other groups.
- Greets and directs walk-in traffic and answers the telephone, screens, and follows-up on calls, directing individuals to appropriate office personnel and responding directly to matters concerning routine office business.
- Responds directly, and resolves, incoming inquiries and complaints for the department.
- Handles confidential assigned tasks or activities, including projects, reports, research, presentations, etc.
- Keeps accurate records of directives made by the Department Director. Assists in coordinating the information to respond to requests. Often, prepares and performs office correspondence.
- Maintains and manages an orderly and documented flow of documents.
- Obtains documents and reports from division directors/managers and/or staff for inclusion in the weekly reports.
- Schedules travel arrangements and reconciles receipts for travel.
- Reviews and coordinates the preparation, publication of agenda materials.
- Maintains a knowledge of department's budget and helps ensure proper spending.
- Manages office maintaining supplies, equipment, and office budget.
- Processes requisitions, purchase orders and change orders on a timely, accurate, complete basis and in compliance with City policies and ordinances.
- Maintains an accurate vendor list, ensuring sales tax exemption, as well as maintain positive and professional relationships with the City's vendors.
- Performs purchasing processes for department buyers, correcting and reporting non-compliant purchases.
- Assists with training of new personnel on Purchasing Ordinance compliance.
- Maintains updated vendor credit applications.
- Provides customer service for walk-in-public and departmental employees.
- Handles various administrative duties for the Administrative Services Department.
- Maintains accurate records of Purchase Order numbers and insurance requirements.
- Maintains purchasing filing system.
- Processes department mail on a daily basis.

- Assists in the development and maintenance of the surplus property program.
- Scans/photocopies various documents.
- Performs duties of the Purchasing Agent in his/her absence.
- Performs other duties as assigned.

V. Qualifications:

**Experience:** Requires three years of related executive assistant experience.

**Certifications/Licenses:** Requires a valid Utah Driver's License.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices and procedures; office management; data entry and word processing; effective filing procedures; database theory and management.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, and tools; discretion when working with other department and city employees; care for confidential information when filing and providing information to others.

**Communication Skills:** Glean relevant information to inform personnel and the public regarding City ordinances and practices; able to calmly communicate and resolve problems; frequent contact with executives on matters requiring explanations and discussions; frequent contacts involving the carrying out of programs and schedules; contacts with other departments, requiring tact and judgement to avoid friction.

**Tool, Machine, Equipment Operation:** Type 65 wpm; simple research and data collection; report preparation and minor budget data preparation; regular computer use is required with ability to operate mainframe system and word processing software; regular use of printer, phone system, and copier; occasional use of fax machine and electronic typewriter.

**Analytical Ability:** Work credibly with confidential records; organizational skills including the ability to prioritize in order to meet deadlines.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present in this position due to occasional exposure to stressful situations and deadlines; constant attendance is required; work procedures are established only unusual cases are referred to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_